

National Aeronautics and
Space Administration
Goddard Space Flight Center
Greenbelt, MD 20771



Reply to Attn of: 217

July 23, 1997

Global Science and Technology, Inc.
Attn: Mr. Bill Dickinson
Program Manager (Suite 610)
6411 Ivy Lane
Greenbelt, MD 20770

Subject: Request For Proposal (RFP) 5-08213/237

Reference: SIC Code 8711

You are invited to submit a cost plus fixed fee proposal to provide support services for our Office of Commercial Programs during the period of October 1, 1997 through September 30, 1998. Your proposal should provide two, one-year options for continued support through September 30, 2000. Our requirement is further defined in Enclosure 1 - Statement of Work, Enclosure 2 - Position Descriptions, and Enclosure 3 - Staffing Plan.

In response to this solicitation, your proposal should include the following:

1. A prepared Technical Volume (original and three copies) detailing the proposed work plan and an explanation of any exceptions or recommendations to the Statement of Work, Position Descriptions, or Staffing Plan, to this RFP.
2. A prepared Cost Volume (original and four copies) which shall include a completed SF-1411 along with supporting data.
3. A completed and signed Section K, "Representations, Certifications, and Other Statements of Offerors".

Your cost proposal volume shall be prepared in accordance with the instructions set forth in Section 8 of the enclosed Standard Form (SF) 1411, "Contract Pricing Proposal Cover Sheet," which shall be the cost proposal volume's cover sheet. In addition, cost proposal exhibits and schedules are enclosed with this RFP and must be completed and returned as part of your cost proposal volume. Exhibits generally relate to the summarization of all elements of cost for a specified item, whereas schedules are

related to a single element of cost such as labor. Costs may be expressed to the closest whole dollar amount, with cents omitted.

Please note that the costs for the exhibits and schedules shall be computed in accordance with the format for the exhibits and schedules. The costs for the SF-1411 shall be computed in accordance with your normal system. The total costs in the exhibits and schedules and the SF-1411 must agree. A reconciliation and explanation for any differences in individual elements of cost between exhibits and schedules and the SF-1411 must be furnished.

Please submit a copy of your cost proposal to your cognizant Defense Contract Audit Agency (DCAA) office concurrently with your full proposal submission to this office. A copy of the transmittal letter which provides a full and accurate address and phone number for the contact person at DCAA shall be included with your cost proposal volume to us.

The proposal submitted in response to this request must be signed by an official having the proper authority to act for this purpose and should contain all the information requested. The period of time for which the proposal is firm must be indicated. A period of no less than 120 days is required.

This request does not commit the Government to pay any costs incurred in the submission of your proposal or in making necessary studies or designs for the preparation thereof to procure or contract for said services or supplies.

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment either explicit or implied is invalid.

Lorrie L. Eakin is the Contract Specialist negotiating this procurement. All information and documentation should be submitted to her as soon as possible, but no later than 30 days from the date of issuance of this letter.

All documentation should be signed by an authorized official and sent to Lorrie Eakin's attention addressed as follows:

NASA/Goddard Space Flight Center
Attention: Ms. Lorrie L. Eakin
Mail Code 217
(Bldg. 11, Room S215F)
Greenbelt Road
Greenbelt, MD 20771

If you have any questions or require additional information, please contact Ms. Eakin at 301-286-4241.

Bradley J Poston
Bradley J Poston
Contracting Officer

Enclosures: 1) Statement of Work
2) Position Descriptions
3) Staffing Plan
4) SF 1411 Form & Sample Cost Charts
5) Section K, "Representations, Certifications, and Other Statements of Offerors"

cc: 217/File
702/G. Alcorn
702.1/N. Minnifield
703.1/V. Johnson

ENCLOSURE 1

STATEMENT OF WORK

STATEMENT OF WORK

Technology Transfer/Commercialization and Small Business Innovation Research (SBIR)

1.0 SCOPE OF WORK

The contractor shall support the GSFC in the design and implementation of initiatives aimed at facilitating technology transfer, commercialization and SBIR activities. In addition to the GSFC requirements, these activities will also be conducted in conjunction with the applicable activities contained in the NASA's Commercial Technology Agenda for Change document issued July, 1994, NASA's Strategic Plan, and the GSFC's Strategic Plan.

2.0 CONTRACTOR TASKS

The contractor shall perform the following technical and analytical tasks:

- 2.1 Technology Planning and Integration - The contractor shall assist in the development and implementation of a comprehensive and systematic methodology to ensure that technology efforts are fully integrated and linked. Salient technology efforts will be identified and their individual and joint efforts assessed to determine usefulness to future missions. Commercialization strategies will be developed and employed to improve individual efforts, create synergy between activities and to improve overall effectiveness. Initial areas for consideration will be the linkage between technology development and space and space-related applications, between university educational and research functions and government laboratories such as GSFC and among government laboratories themselves. Another area of equal emphasis is the aerospace industry and other industrial applications.
- 2.2 Technology Transfer/Commercialization - The contractor will support the management and administration of the GSFC effort in this area. The support will include maintaining an awareness of NASA Technology Transfer/ Commercialization activities, developing and monitoring the progress of on-going projects and developing systems and processes to assure effectiveness of these activities. Technology Transfer/Commercialization outreach and other Technology Transfer/Commercialization activities will be supported. The contractor will assist in developing techniques and practices pertaining to commercial partnerships; dual-use technology development; small business technology development; regional alliances; defining commercial opportunities; and in reach/outreach activities (i.e., planning conferences, workshops, meetings).

- 2.3 Small Business Innovation Research (SBIR) - The contractor shall assist in the administration of SBIR activities including those activities associated with the STTR program. These activities include the solicitation of proposals, proposal evaluation, and reporting on the status of existing and planned SBIR activities, including awards. The contractor shall coordinate and manage the information flow between GSFC participants and the GSFC SBIR office as well as that between the office and external entities. The contractor also supports SBIR outreach and overall technology planning and integration activities. The contractor is required to provide assessments regarding the results, impact, and benefits of the SBIR program.
- 2.4 Other Engineering and Technology Initiatives - It is expected that additional tasks will develop as knowledge is gained about the processes of technology transfer and commercialization. These tasks may include evaluating the strategic planning process and other activities to ensure that they address the Center's technology needs. The contractor is expected to respond to these requests given reasonable notice. Examples of these activities are training, marketing, metrics, strategic planning, etc.
- 2.5 Inquiries - The contractor will respond in an appropriate manner to inquiries generated by print and electronic media.

3.0 CONTRACT METRICS

Contract deliverables, delivery schedule, and performance metrics will be established with the issuance of each task.

4.0 PERIOD OF PERFORMANCE

The period of performance is for one year basic and two one year options.

ENCLOSURE 2

POSITION DESCRIPTIONS

POSITION DESCRIPTIONS

The following is a description of the minimum qualifications required for each position negotiated under the contract.

SENIOR ENGINEER (LEAD)

This employee shall have a Bachelor of Science degree in a technical discipline from an accredited institution. Also, the employee shall have ten (10) years of knowledge and experience with aerospace technology programs. This includes knowledge of aerospace related industries and aerospace program management. The employee shall interface with and define activities for the Small Business Innovation Research (SBIR), the Small Business Technology Transfer (STTR), and Technology Transfer/Commercialization programs which are internal and external to the NASA/GSFC. This also includes supporting the NASA/GSFC in soliciting proposals and working the processes and procedures (technical and administrative) related to SBIR, STTR, and Technology Transfer/Commercialization activities. This employee shall design and implement activities to facilitate the tasks list in the Statement of Work (SOW).

SENIOR ENGINEER (ANALYST)

This employee shall have a Bachelor of Science degree in a technical discipline from an accredited institution. Also, the employee shall have ten (10) years of knowledge and experience with aerospace hardware and software technologies and their program management. This includes knowledge of aerospace related industries. The employee shall interface with and define activities for the Technology Transfer/Commercialization communities which are both internal and external to NASA/GSFC. This includes supporting NASA/GSFC in soliciting SBIR, STTR, and Technology Transfer/Commercialization proposals, out-reach, and other activities associated with the SBIR, STTR, and Technology Transfer/Commercialization tasks listed in the Statement of Work (SOW).

SENIOR ANALYST (TECHNICAL)

A Bachelor of Science degree in a technical or physical science discipline from an accredited institution is required. Also, the employee shall have eight (8) years of experience in a high technology environment. Will assist in the management and administration of the Technology Transfer/Commercialization programs, and assist in the development of technology transfer projects including help with coordinating responses to problem statements received from industry relating to technology transfer. Will analyze responses to problem statements and provide inputs. Will provide general support for meetings, presentations, and liaison activities associated with the NASA/GSFC Technology Transfer/Commercialization programs. The above duties will necessitate interface, as appropriate, with personnel in the GSFC Engineering Directorate and other organizational entities.

PROGRAM ANALYST

This employee shall have five (5) years of experience in a technical environment, including experience in management information systems, project evaluation and control, process analysis, marketing, and conference coordination. Will assist in marketing, and conference coordination. Will assist in the administration of the SBIR, STTR, Technology Transfer/Commercialization programs. Will support the design and implementation of activities related to SBIR, STTR, Technology Transfer/Commercialization in-reach and out-reach tasks including coordination of meetings and workshops. Will assist in the marketing of GSFC-developed technologies and also in the identification of SBIR, STTR, and Technology Transfer/Commercialization success stories. Will interface as appropriate with internal and external organizations. Will assist in the development and management of metrics and policy programs related to the Office of Commercial Programs activities.

SENIOR ANALYST (COMMUNICATIONS)

This employee shall have five (5) years of experience and in-depth knowledge with print, audio-visual, and computer (cd-rom) methods of mass communication. A background in technical/promotional writing and promotional design is necessary. This employee will conceptualize, develop and create various communication and promotional materials and exhibits for (GSFC's) Office of Commercial Programs. Support will be, primarily, for in-reach and out-reach initiatives.

ENCLOSURE 3

STAFFING PLAN

STAFFING PLAN**Code 702 Support Services**

Position Description *

Total Man Years

	Basic	Option 1	Option 2
Senior Engineer (Lead)	1	1	1
Senior Engineer (Analyst)	1	1	1
Senior Analyst (Technical)	1.6	1.6	1.6
Program Analyst	5	5	5
Senior Analyst (Communications)	1	1	1
TOTAL	9.6	9.6	9.6

* All the positions listed above are for on-site (at Goddard) personnel.

ENCLOSURE 4

SF-1411 AND SAMPLE COST CHARTS

CONTRACT PRICING PROPOSAL COVER SHEET
(Cost or Pricing Data Required)

1. SOLICITATION/CONTRACT/MODIFICATION NUMBER

OMB No.: 9000-0013
Expires: 09/30/98

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405.

2a. NAME OF OFFEROR

3a. NAME OF OFFEROR'S POINT OF CONTACT

3c. TELEPHONE

2b. FIRST LINE ADDRESS

3b. TITLE OF OFFEROR'S POINT OF CONTACT

AREA CODE NUMBER

2c. STREET ADDRESS

4. TYPE OF CONTRACT ACTION (Check)

a. NEW CONTRACT

d. LETTER CONTRACT

b. CHANGE ORDER

e. UNPRICED ORDER

c. PRICE REVISION/
REDETERMINATION

f. OTHER (Specify)

2d. CITY

2e. STATE

2f. ZIP CODE

5. TYPE OF CONTRACT (Check)

☐ FFP
☐ FPI☐ CPFF
☐ OTHER (Specify)☐ CPMF☐ CPAF

6. PROPOSED COST (A + B = C)

A. COST

B. PROFIT/FEE

C. TOTAL

7. PERFORMANCE

PLACE	a.		BOOK	a.	
	b.			b.	

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. (Continue on reverse, and then on plain paper, if necessary. Use same headings.)

a. LINE ITEM NO.	b. IDENTIFICATION	c. QUANTITY	d. TOTAL PRICE	e. PROP. REF. PAGE

9. PROVIDE THE FOLLOWING (If available)

NAME OF CONTRACT ADMINISTRATION OFFICE

NAME OF AUDIT OFFICE

STREET ADDRESS

STREET ADDRESS

CITY

STATE

ZIP CODE

CITY

STATE

ZIP CODE

TELEPHONE

AREA CODE

NUMBER

TELEPHONE

AREA CODE

NUMBER

10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "yes" identify)

☐ YES ☐ NO

11a. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11b)

☐ YES ☐ NO

11b. TYPE OF FINANCING (Check one)

☐ ADVANCE PAYMENT ☐ PROGRESS PAYMENTS
☐ GUARANTEED LOANS

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," identify item(s), customer(s) and contract number(s) on reverse of form.)

☐ YES ☐ NO

13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31, COST PRINCIPLES? (If "no," explain on reverse of form)

☐ YES ☐ NO

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)

a. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If "No," explain in proposal)

☐ YES ☐ NO

b. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT (CASB DS-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)

☐ YES ☐ NO

c. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)

☐ YES ☐ NO

d. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)

☐ YES ☐ NO

This proposal is submitted in response to the solicitation, contract, modification, etc., in Item 1 and reflects our estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.804-6(b)(1), and Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer and authorized representative(s) the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or any other form, or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

15. NAME OF OFFEROR (Type)

16. TITLE OF OFFEROR (Type)

16. NAME OF FIRM

17. SIGNATURE

18. DATE OF SUBMISSION

SUMMARY OF ELEMENTS OF COST
(BASIC & OPTIONS)

	BASIC		OPTION 1		OPTION 2		TOTAL
	Hours	Rate	Amount	Hours	Rate	Amount	Hours
DIRECT LABOR CATEGORIES							Amount
Senior Engineer (Lead)							
Senior Engineer (Analyst)							
Senior Analyst (Technical)							
Program Analyst							
Senior Analyst (Communications)							
TOTAL DIRECT LABOR							
OVERHEAD (On-Site)							
SUBCONTRACTS (See Attached Chart)							
OTHER DIRECT COSTS							
Materials							
(See Attached Chart)							
Travel (Long Distance)							
(See Attached Chart)							
Travel (Local)							
(See Attached Chart)							
Etc.							
TOTAL ODC's							
SUBTOTAL COST							
G&A							
TOTAL COST							
FIXED FEE							
COST PLUS FIXED FEE (CPFF)							

SUMMARY OF ELEMENTS OF COST
(BASIC)

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
DIRECT LABOR CATEGORIES			
Senior Engineer (Lead)			
Senior Engineer (Analyst)			
Senior Analyst (Technical)			
Program Analyst			
Senior Analyst (Communications)			
TOTAL DIRECT LABOR			
OVERHEAD (On-Site)			
SUBCONTRACTS			
(See Attached Chart)			
OTHER DIRECT COSTS			
Materials			
(See Attached Chart)			
Travel (Long Distance)			
(See Attached Chart)			
Travel (Local)			
(See Attached Chart)			
Etc.			
TOTAL ODC's			
SUBTOTAL COST			
G&A			
TOTAL COST			
FIXED FEE			
COST PLUS FIXED FEE (CPFF)			

RATE SUMMARY
BASIC

RFP5-08213/237
Schedule A

ITEM	BASIS OF APPLICATION	CONTRACTOR FY X	CONTRACTOR FY X
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D/L CATEGORIES:

- SENIOR ENG. (LEAD)
- SENIOR ENG. (ANALYST)
- SENIOR ANALYST (TECHNICAL)
- PROGRAM ANALYST
- SENIOR ANALYST (COMMUNICATIONS)
- OTHER - SPECIFY

- OVERHEAD RATE:
- ON-SITE
- OTHER - (SPECIFY)

MATERIAL:

SUBCONTRACT:

G&A RATE:

OTHER:

SCHEDULE OF SUBCONTRACTS

(Basic)

Subcontract 1 Subcontract 2 Subcontract 3

Subcontractor Name & Address:

Description of Work:

Type of Subcontract:
(Ex: FFP, CPFF, etc.)

Cost/Price \$ \$ \$
Fee/Profit \$ \$ \$
Total Amount Proposed \$, \$

Number of Quotes Solicited:
Number of Quotes Received:

Cost and/or Price Analysis: Yes No Yes No Yes No

Basis of Selection:

Affiliation with Prime:

Small Business: Yes No Yes No Yes No
Small Disadvantaged Business: Yes No Yes No Yes No

Note: A SF-1411 and supporting cost information must be furnished in the same format and level of detail required for the prime contractor in support of each subcontract that is (1) \$500,000 or more, or (2) both greater than \$100,000 and more than 10% of the prime contractor's proposed price.

SCHEDULE OF MATERIALS
(Basic)

ITEM <u>DESCRIPTION</u>	<u>VENDOR</u>	<u>QTY</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u>	<u>PRICING</u>
				<u>PRICE</u>	<u>BASIS</u>

SCHEDULE OF TRAVEL
(Basic)

TRANSPORTATION TO DESTINATION

<u>ORIGIN/DESTINATION</u>	<u># OF PEOPLE</u>	<u>AIR FARE RATE</u>	<u>SUB-TOTAL AMOUNT</u>	<u>PURPOSE</u>
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LODGING

<u>CITY OR LOCALITY</u>	<u># OF PEOPLE</u>	<u># OF DAYS</u>	<u>PER DIEM RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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TRANSPORTATION AT DESTINATION

<u>CAR RENTAL AGENCY</u>	<u># OF DAYS</u>	<u>CAR RENTAL RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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LOCAL TRAVEL

<u>LOCAL TRAVEL</u>	<u># OF DAYS</u>	<u>MILE RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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SUMMARY OF ELEMENTS OF COST
(Option 1)

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
DIRECT LABOR CATEGORIES			
Senior Engineer (Lead)			
Senior Engineer (Analyst)			
Senior Analyst (Technical)			
Program Analyst			
Senior Analyst (Communications)			
TOTAL DIRECT LABOR			
OVERHEAD (On-Site)			
SUBCONTRACTS			
(See Attached Chart)			
OTHER DIRECT COSTS			
Materials			
(See Attached Chart)			
Travel (Long Distance)			
(See Attached Chart)			
Travel (Local)			
(See Attached Chart)			
Etc.			
TOTAL ODC's			
SUBTOTAL COST			
G&A			
TOTAL COST			
FIXED FEE			
COST PLUS FIXED FEE (CPFF)			

RATE SUMMARY
OPTION 1

RFP5-08213/237
Schedule A

ITEM	BASIS OF APPLICATION	CONTRACTOR FY X	CONTRACTOR FY X
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D/L CATEGORIES:

- SENIOR ENG. (LEAD)
- SENIOR ENG. (ANALYST)
- SENIOR ANALYST (TECHNICAL)
- PROGRAM ANALYST
- SENIOR ANALYST (COMMUNICATIONS)
- OTHER - SPECIFY

- OVERHEAD RATE:
- ON-SITE
 - OTHER - (SPECIFY)

MATERIAL:

SUBCONTRACT:

G&A RATE:

OTHER:

COSTCHTS.WK4

SCHEDULE OF SUBCONTRACTS
(Option 1)

	<u>Subcontract 1</u>	<u>Subcontract 2</u>	<u>Subcontract 3</u>
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Subcontractor Name & Address:

Description of Work:

Type of Subcontract:
(Ex: FFP, CPFF, etc.)

Cost/Price	\$	\$	\$
Fee/Profit	\$	\$	\$
Total Amount Proposed	\$	\$	\$

Number of Quotes Solicited:

Number of Quotes Received:

Cost and/or Price Analysis:	Yes	No	Yes	No
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Basis of Selection:

Affiliation with Prime:

Small Business:	Yes	No	Yes	No
Small Disadvantaged Business:	Yes	No	Yes	No

Note: A SF-1411 and supporting cost information must be furnished in the same format and level of detail required for the prime contractor in support of each subcontract that is (1) \$500,000 or more, or (2) both greater than \$100,000 and more than 10% of the prime contractor's proposed price.

SCHEDULE OF MATERIALS
(Option 1)

ITEM DESCRIPTION	VENDOR	QTY	UNIT PRICE	TOTAL	PRICING
				PRICE	BASIS

SCHEDULE OF TRAVEL (Option 1)

TRANSPORTATION TO DESTINATION

ORIGIN/DESTINATION	# OF PEOPLE	AIR FARE RATE	SUB-TOTAL AMOUNT	PURPOSE
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LODGING

CITY OR LOCALITY	# OF PEOPLE	# OF DAYS	PER DIEM RATE	SUB-AMOUNT	PURPOSE
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TRANSPORTATION AT DESTINATION

CAR RENTAL AGENCY	# OF DAYS	CAR RENTAL RATE	SUB-AMOUNT	PURPOSE
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LOCAL TRAVEL

LOCAL TRAVEL	# OF DAYS	MILE RATE	SUB-AMOUNT	PURPOSE
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SUMMARY OF ELEMENTS OF COST

(Option 2)

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
DIRECT LABOR CATEGORIES			
Senior Engineer (Lead)			
Senior Engineer (Analyst)			
Senior Analyst (Technical)			
Program Analyst			
Senior Analyst (Communications)			
TOTAL DIRECT LABOR			
OVERHEAD (On-Site)			
SUBCONTRACTS			
(See Attached Chart)			
OTHER DIRECT COSTS			
Materials			
(See Attached Chart)			
Travel (Long Distance)			
(See Attached Chart)			
Travel (Local)			
(See Attached Chart)			
Etc.			
TOTAL ODC's			
SUBTOTAL COST			
G&A			
TOTAL COST			
FIXED FEE			
COST PLUS FIXED FEE (CPFF)			

**RATE SUMMARY
OPTION 2**

**RFP5-08213/237
Schedule A**

<u>ITEM</u>	<u>BASIS OF APPLICATION</u>	<u>CONTRACTOR FY X</u>	<u>CONTRACTOR FY X</u>
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D/L CATEGORIES:

SENIOR ENG. (LEAD)
SENIOR ENG. (ANALYST)
SENIOR ANALYST (TECHNICAL)
PROGRAM ANALYST
SENIOR ANALYST (COMMUNICATIONS)
OTHER - SPECIFY

OVERHEAD RATE:
ON-SITE
OTHER - (SPECIFY)

MATERIAL:

SUBCONTRACT:

G&A RATE:

OTHER:

COSTCHTS.WK4

SCHEDULE OF SUBCONTRACTS (Option 2)

Subcontract 1 Subcontract 2 Subcontract 3

Subcontractor Name & Address:

Description of Work:

Type of Subcontract:
(Ex: FFP, CPFF, etc.)

Cost/Price	\$	\$	\$
Fee/Profit	\$	\$	\$
Total Amount Proposed	\$	\$	\$

Number of Quotes Solicited:
Number of Quotes Received:

Cost and/or Price Analysis:	Yes	No	Yes	No
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Basis of Selection:

Affiliation with Prime:

Small Business:	Yes	No	Yes	No
Small Disadvantaged Business:	Yes	No	Yes	No

Note: A SF-1411 and supporting cost information must be furnished in the same format and level of detail required for the prime contractor in support of each subcontract that is (1) \$500,000 or more, or (2) both greater than \$100,000 and more than 10% of the prime contractor's proposed price.

SCHEDULE OF MATERIALS
(Option 2)

ITEM <u>DESCRIPTION</u>	<u>VENDOR</u>	<u>QTY</u>	<u>UNIT</u> <u>PRICE</u>	<u>TOTAL</u> <u>PRICE</u>	<u>PRICING</u> <u>BASIS</u>

SCHEDULE OF TRAVEL

(Option 2)

TRANSPORTATION TO DESTINATION

<u>ORIGIN/DESTINATION</u>	<u># OF PEOPLE</u>	<u>AIR FARE RATE</u>	<u>SUB-TOTAL AMOUNT</u>	<u>PURPOSE</u>
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LODGING

<u>CITY OR LOCALITY</u>	<u># OF PEOPLE</u>	<u># OF DAYS</u>	<u>PER DIEM RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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TRANSPORTATION AT DESTINATION

<u>CAR RENTAL AGENCY</u>	<u># OF DAYS</u>	<u>CAR RENTAL RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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LOCAL TRAVEL

<u>LOCAL TRAVEL</u>	<u># OF DAYS</u>	<u>MILE RATE</u>	<u>SUB-AMOUNT</u>	<u>PURPOSE</u>
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ENCLOSURE 5

**REPRESENTATIONS, CERTIFICATIONS, AND
OTHER STATEMENTS OF OFFERORS**

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

K.1 CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS (52.203-11) (APR 1991)

(a) The Definitions and prohibitions contained in the clause, at FAR 52.203-12, Limitation on Payments to Influence Certain Federal Transactions, included in this solicitation, are hereby incorporated by reference in paragraph (b) of this certification.

(b) The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that on or after December 23, 1989, that--

(1) No Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

(2) If any funds other than Federally appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

(3) He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

(c) Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person who makes

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

(End of provision)

K.2 TAXPAYER IDENTIFICATION (52.204-3) (MAR 1994)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in FAR 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

- () TIN: _____
- () TIN was applied for on _____ (insert date).
- () TIN is not required because:

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

() Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

() Offeror is an agency or instrumentality of a foreign government;

() Offeror is an agency or instrumentality of a Federal, state or local government;

() Other. **(State basis)**.

(d) Corporate Status.

() Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

() Other corporate entity;

() Not a corporate entity;

() Sole proprietorship;

() Partnership;

() Hospital or extended care facility described in 26 CFR 501(c)(3) that is exempt from taxation under 26 CFR 501(a).

(e) Common Parent.

() Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

() Name and TIN of common parent:

Name: _____

TIN: _____

(End of provision)

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

K.3 WOMEN-OWNED BUSINESS (52.204-5) (OCT 1995)

(a) Representation. The offeror represents that it [] is, [] is not a women-owned business concern.

(b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(End of provision)

K.4 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS (52.209-5) (MAR 1996)

(a) (1) The Offeror certifies, to the best of its knowledge and belief, that--

(I) The Offeror and/or any of its Principals--

(A) Are () are not () presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have () have not (), within a three-year period preceding this offer, been convicted of or had a civil judgement rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and

(c) Are () are not () presently indicted for, or otherwise criminally or civilly charged by a governmental

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

entity with, commission of any of the offenses enumerated in subdivision (a)(1)(I)(B) of this provision.

(ii) The Offeror has () has not (), within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system or records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of provision)

K.5 TYPE OF BUSINESS ORGANIZATION (52.215-6) (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that--

(a) It operates as: / / a corporation incorporated under the laws of the State of _____, / / an individual, / / a partnership, / / a nonprofit organization, or / / a joint venture; or

(b) If the bidder is a foreign entity, it operates as / / an individual, / / a partnership, / / a nonprofit organization, / / a joint venture, or / / a corporation, registered for business in _____.

(Country)

(End of provision)

K.6 AUTHORIZED NEGOTIATORS (52.215-11) (APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

Primary

Alternate

[Name]

[Name]

[Title]

[Title]

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

[Phone Number]

[Phone Number]

[Fax Number]

[Fax Number]

(End of provision)

K.7 PLACE OF PERFORMANCE (52.215-20) (APR 1984)

(a) The offeror or quoter, in the performance of any contract resulting from this solicitation, / / intends, / / does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks "intends" in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance (Street & Address, City, County, State, Zip Code)

Name and Address of Owner Operator of the Plant or Facility if Other than Offeror or Quoter

(End of provision)

K.8 SMALL BUSINESS PROGRAM REPRESENTATIONS (52.219-1) (JAN 1997)

(a)(1) The standard industrial classification (SIC) code for this acquisition is 8711.

(2) The small business size standard is \$21M.

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents as part of its offer that it [] is, [] is not a small business concern.

(2) **(Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.)** The offeror represents as part of its offer that it [] is, [] is not a small disadvantaged business concern.

(3) **(Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.)** The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

(c) Definitions. "Joint venture", for purposes of a small disadvantaged business (SDB) set-aside or price evaluation preference (as prescribed at 13 CFR 124.321), is a concern that is owned and controlled by one or more socially and economically disadvantaged individuals entering into a joint venture agreement with one or more business concerns and is considered to be affiliated for size purposes with such other concern(s). The combined annual receipts or employees of the concerns entering into the joint venture must meet the applicable size standard corresponding to the SIC code designated for the contract. The majority of the venture's earnings must accrue directly to the socially and economically disadvantaged individuals in the SDB concern(s) in the joint venture. The percentage of the ownership involvement in a joint venture by disadvantaged individuals must be at least 51 percent.

"Small business concern", as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

"Small disadvantaged business concern", as used in this provision, means a small business concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

"Women-owned small business concern", as used in this provision, means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(I) Be punished by imposition of fine, imprisonment, or both;

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

K.9 SMALL BUSINESS SIZE REPRESENTATION FOR TARGETED INDUSTRY CATEGORIES UNDER THE SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (52.219-21) (JAN 1997)

(Complete only if the Offeror has represented itself under the provision at FAR 52.219-1 to be a small business concern under the size standards of this solicitation.)

Offeror represents as follows:

Offeror's number of employees for the past twelve months ***(check this column if size standard stated in solicitation is expressed in terms of numbers of employees)*** or Offeror's average annual gross revenue for the last three fiscal years ***(check this column if size standard stated in solicitation is expressed in terms of annual receipts)***. ***(Check one of the following.)***

No. of employees	Average annual gross revenues
50 or fewer []	\$1 million or less []
51 - 100 []	\$1,000,001 - \$2 million []
101 - 250 []	\$2,000,001 - \$3.5 million []
251 - 500 []	\$3,500,001 - \$5 million []
501 - 750 []	\$5,000,001 - \$10 million []
751 - 1,000 []	\$10,000,001 - \$17 million []
Over 1,000 []	Over \$17 million []

(End of provision)

K.10 CERTIFICATION OF NONSEGREGATED FACILITIES (52.222-21)
(APR 1984)

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will--

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT
FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

RFP5-08213/237

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

(End of provision)

**K.11 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (52.222-22)
(APR 1984)**

The offeror represents that--

(a) It / / has, / / has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

(b) It / / has, / / has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

(End of provision)

K.12 AFFIRMATIVE ACTION COMPLIANCE (52.222-25) (APR 1984)

The offeror represents that (a) it / / has developed and has on file, / / has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it / / has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

(End of provision)

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

K.13 CLEAN AIR AND WATER CERTIFICATION (52.223-1) (APR 1984)

The Offeror certifies that--

(a) Any facility to be used in the performance of this proposed contract is / /, is not / / listed on the Environmental Protection Agency List of Violating Facilities;

(b) The Offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The Offeror will include a certification substantially the same as this certification, including this paragraph (c), in every nonexempt subcontract.

(End of provision)

K.14 BUY AMERICAN CERTIFICATE (52.225-1) (DEC 1989)

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled "Buy American Act--Supplies"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products

Country of Origin

_____	_____
_____	_____
_____	_____
_____	_____

(List as necessary)

Offerors may obtain from the contracting officer lists of articles, materials, and supplies excepted from the Buy American Act.

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

(End of provision)

K.15 REPRESENTATION OF LIMITED RIGHTS DATA AND RESTRICTED
COMPUTER SOFTWARE (52.227-15) (JUN 1987)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include any of the aforementioned Alternates in the clause at 52.227-14, Rights in Data--General, the offeror's response to this solicitation shall, to the extent feasible, complete the representation in paragraph (b) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

REPRESENTATION CONCERNING DATA RIGHTS

Offeror has reviewed the requirements for the delivery of data or software and states (offeror check appropriate block)--

/ / None of the data proposed for fulfilling such

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

requirements qualifies as limited rights data or restricted computer software.

/ / Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

NOTE. "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights In Data--General."

(End of Provision)

K.16 USE OF GOVERNMENT-OWNED PROPERTY (18-52.245-79) (MAR 1989)

(a) The offeror does () does not () intend to use in performance of any contract awarded as a result of this solicitation existing Government-owned facilities (real property or plant equipment), special test equipment, or special tooling (including any property offered by this solicitation). The offeror shall identify any offered property not intended to be used. If the offeror does intend to use any of the above items, the offeror must furnish the following information required by Federal Acquisition Regulation (FAR) 45.205(b), NASA FAR Supplement (NFS) 18-45.102-70, and NFS 18-45.104(b):

(1) Identification and quantity of each item. Include the item's acquisition cost if it is not property offered by this solicitation.

(2) For property not offered by this solicitation,

RFP5-08213/237

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

identification of the Government contract under which the property is accountable and written permission for its use from the cognizant Contracting Officer.

(3) Amount of rent, calculated in accordance with FAR 45.403 and the clause at FAR 52.245-9, Use and Charges, unless the property has been offered on a rent-free basis by this solicitation.

(4) The dates during which the property will be available for use, and if it is to be used in more than one contract, the amounts of respective uses in sufficient detail to support proration of the rent. This information is not required for property offered by this solicitation.

(b) The offeror does () does not () request additional Government-provided property for use in performing any contract awarded as a result of this solicitation. If the offeror requests additional Government-provided property, the offeror must furnish--

(1) Identification of the property, quantity, and estimated acquisition cost of each item, and

(2) The offeror's written statement as prescribed by FAR 45.302-1(a)(4).

(c) If the offeror intends to use any Government property (paragraph (a) or (b) above), the offer must also furnish the following:

(1) The date of the last Government review of the offeror's property control and accounting system, actions taken to correct any deficiencies found, and the name and telephone number of the cognizant property administrator.

(2) A statement that the offeror has reviewed, understands, and can comply with all property management and accounting procedures in the solicitation, FAR Subpart 45.5, and NFS Subparts 18-45.5, 18-45.70, and 18-45.71.

(3) A statement indicating whether or not the costs associated with subparagraph (2) above, including plant clearance

RFP5-08213/237

SECTION K

REPRESENTATIONS, CERTIFICATIONS, OTHER STATEMENTS OF OFFERORS

and/or plant reconversion costs, are included in its cost proposal.

(End of provision)

SIGNATURE:

Name

Title

Company

Date